# OFFICE ORDER: 30/2025
## Restructured Team - Office of Director (Academics)

**Ref: Office Order KIET/DG/2024-25/Academic/01 dated 11 Feb'25 titled Structure of Academic Team**

1. It is to notify the **revised structure - Office of Director (Academics)** as follows:-
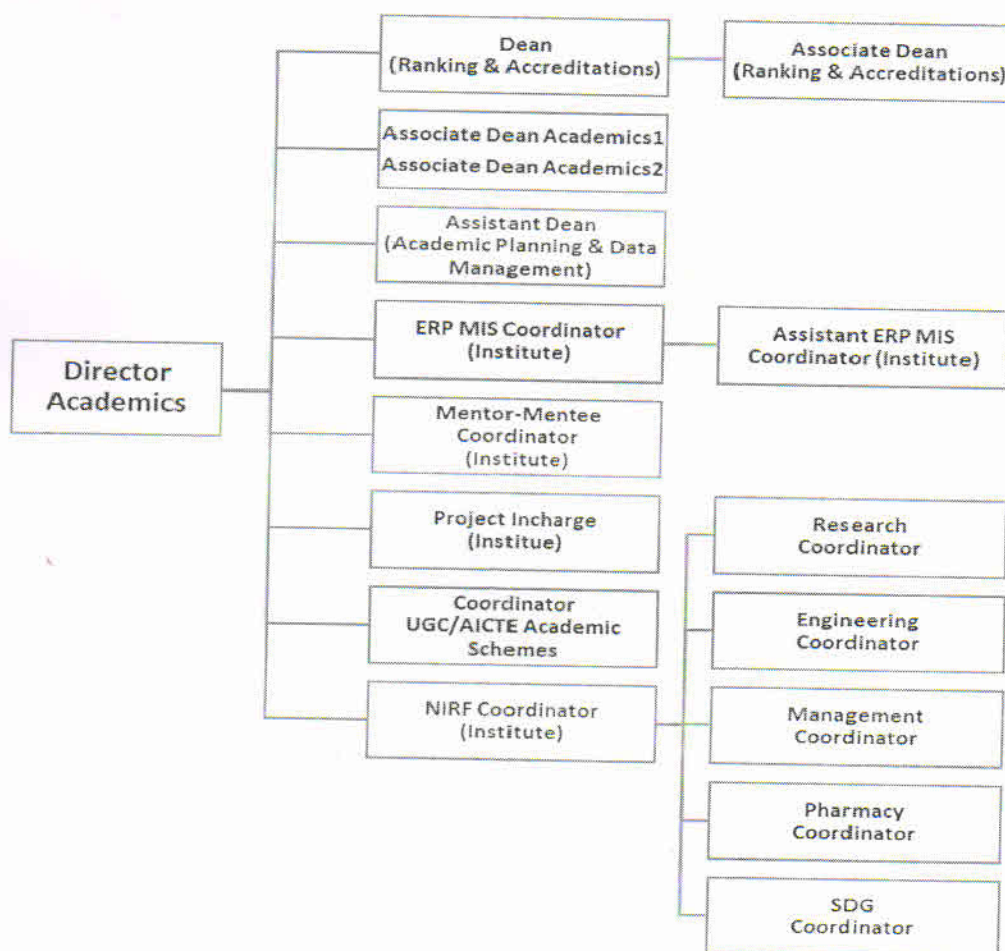


2. A well-structured doc. covering the details viz. revised structure & appointments with expected roles/responsibilities is attached at **Appendix-A.**

3. The designated team shall work under the direct control and supervision of Director Academics and will be responsible to him for the assigned duties in the designated domains. They shall be performing the above roles in addition to their regular academic engagement.

4. The above Order is applicable **with immediate effect**.

5. With this, Office Order under reference stands dissolved.

Dr. Manoj Goel
**Joint Director**

**Distribution:** Director Academics, Director-CRPC, All Deans, HoD-ASH, AD(Tech &OE) Functional Heads, KIETians, All concerned-Office of Director Academics

| S.N | Appointment | Name | Department |
|---|---|---|---|
| 1. | Dean - Ranking and Accreditations | Dr. Yaduvir Singh | EN |
| | Associate Dean - Ranking & Accreditations | Dr. Prarthana Shrivastava | ASH |
| 2. | Associate Dean Academics1 | Dr. Parita Jain | CSE |
| | Associate Dean Academics2 | Dr. Anal Pathak | IT |
| | Assistant Dean-Academic Planning & Data Management | Ms. Garima Singh | CSIT |
| 3. | ERP MIS Coordinator (Institute) | Mr. Gaurav Parashar | CSE |
| | Assistant ERP MIS Coordinator (Institute) | Ms. Shikha Tyagi | ME |
| 4. | **NIRF :** | | |
| | NIRF Coordinator (Institute level) | Dr. Parvin Kaushik | ECE |
| | Research Coordinator | Dr. Vipin Kumar | ASH |
| | Engineering Coordinator | Dr. Sartaj Ahmed | IT |
| | Management Coordinator | Ms. Punjika Rathi | KSOM |
| | Pharmacy Coordinator | Mr. Surya Prakash | KSOP |
| | SDG Coordinator | Dr. Prateek Gupta | KSOM |
| 5. | Mentor Mentee - Institute Level Coordinator | Dr. Rashid Ali | ASH |
| 6. | Project In charge (Institute) | Dr. Satish Kumar | EN |
| 7. | Coordinator-Academic Schemes in UGC/AICTE | Dr. Richa Shrivastava | ECE |
| 8. | Prof. Incharge Library (Knowledge Resource Centre) | Dr. Ankur Garg | CSIT |

**Note: NIRF Coordinator (Institute) shall coordinate with GM-TBI for Innovation category Ranking.**

## Roles & Responsibilities

### 1. Dean - Ranking and Accreditations

- OBE & Teaching Pedagogy
- NPTEL students and Faculty
- Ranking related to OBE
- NBA,ABET, Redefining gaps analysis & action, compliances & documentation
- Academic event management
- Course Book
- Academics Process book and OBE Booklet updation
- Stakeholders various surveys and analysis
- Internal and External Audit
- NAAC-AQAR
- IQAC
- QS-IGUAGE
- Administrative Audit, Exam Audit
- Data collection, validation & verification, form filling and timely completion of the activities w.r.t AQAR, NAAC & QS I-Gauge
- CO analysis & action
- Institutional Budget & tracking
- Organizing Guest lecturers/Sessions/Program at department and institute level.

- Proof reading & Write ups
- Board of Studies, Academic Council, Governing Body
- Dronacharya Award, Best Teacher Award, Academic Excellence, AAR Data
- OBE workshops
- All Rankings
- Course exit survey

## 2. Associate Dean Academics

- Policy Designing
- Continuous assessment quality and finalization of parameters ahead of semester, review
- Lesson plan preparation & monitoring lag report
- On Duty leave management
- Remedial & Make Up examination
- Designing scheme as per NEP
- Offering institute level major/ honors and minor
- Monitoring internal and external marks distribution and attainment
- MSE conduction through department
- Course coordinators meeting
- Focus group meeting & Pre BOS
- Lab utilization
- Promoting modern methods of TLP and Assessment
- Question Bank design
- Feedback to AKTU for syllabus/question paper/other communication
- Infrastructure Management
- Class Monitoring
- Detention
- Entrepreneurial courses design
- Interdepartmental courses
- Coordination and collaboration with departments.
- Course coordinators meeting and course coordinators meeting , scheme of marking
- Teacher guidelines
- Lab conduction and observing for continuous assessment and Marks entry term wise, additional slots if required
- Open ended experiments
- Classroom allocation
- CR Meeting
- Registration Report

**Assistant Dean- Academic Planning & Data Management**

- Academic & Activity Calendar
- Load Calculations and distribution
- Time table and its versions and maintenance
- Time table common slots
- International events
- Deemed to be university coordination
- Statutory Body Meeting
- Academic Data Management
- MoM of all statutory Bodies
- Website review and updating / designing etc.
- NOC Management
- Students Grievance Handling

## 3. ERP MIS Coordinator (Institute)

- Registration review
- ERP design and implementation
- Hot questions analysis
- Lesson plan preparation & monitoring lag report
- Attendance Monitoring & Marks Monitoring through ERP
- Lesson plan lagging report weekly
- Additional lectures to be planned report weekly
- Marks lock and unlock
- Time table changes record
- Classroom average attendance monitoring
- Result analysis
- Data related to Guest lectures, Course Exit Survey, Industry visits
- Lab utilization report
- Room utilization report
- ERP Master management

## 4. NIRF Coordinator (Institute)

- Form filling with planning of inclusion in higher rank band.
- Data collection from different departments with utmost care.
- Compiling data at Institute level
- Close coordination with all NIRF Coordinators- Research, Engineering, Management, Pharmacy,SDG.
- Coordinate with GM-TBI for Innovation category Ranking.
- Analysis of benchmarking
- Analysis of Results of NIRF ranking, gap analysis and action taken in policy or otherwise

### 5. Mentor-Mentee Coordinator (Institute)

- Review of mentor Mentee, Students additional learning monitoring and additional credits earned report
- Parents grievances, letters to parents & discussion with Director Academics

### 6. Project Incharge (Institute)

- Project Repository
- Interdisciplinary projects Allocation & Monitoring
- Participation in hackathon
- Data management
- Patents and publications of students
- PG Publications and Review
- UG Project Review

### 7. Coordinator Academic Schemes in  UGC/AICTE

- Responsible to explore the various AICTE & UGC etc. schemes regularly.
- Pass on the information to respective beneficiaries and ensure the implementation.
- Taking initiative for FDP/Workshops/Projects w.r.t AICTE.
- Coordinating and reporting.

### 8. Prof. Incharge Library (KRC)

- Improving and upgrading the service of Library &accessibility of digital resources.
- Analysis of requirement of the books/journals and Library Audit.
- Engaging and nurture the library staff in different Library activities.
- Overall management of KRC

### Future Outlook

The restructuring is expected to enhance the quality & the productivity of the task. Also, the team members are expected to prioritize the assigned task and timely completion. The above structure is on **rotational basis,** and it is **initially for a period of one year extended to two years.**